

**Killington Gateway II – April 12, 2021 Board Meeting,  
Dial in: 1-605-475-3220 access code: 538128**

**Attendees:**

**Board Members:**

- Michael Blasi            President
- Steve Lydon            Vice President
- Joan Lamarca          Vice President
- John Lydon             Treasurer
- Lois Tupay             Secretary

**Other Team Members**

- Mike Coppinger      Property Manager
- Christine Morrison   CPA

**Homeowners:**

- Deborah Brim ( unit 23)
- Joe Baier (unit 13)
- Loon Bauer (unit3)
- Michelle Fisher ( unit 19)
- Pat McGee (unit 17 &20)
- Carol Pouliot ( unit19)
- Paul Tupay (unit 2)

**2021 Board Meeting Schedule**

- ~~January 11 6:30 pm~~
- ~~April 12 6:30 pm~~
- July 12            6:30 pm
- October 2        8:00 am – Board Meeting
- October 2        10:00 am – Annual Owner Meeting

**Opening Remarks: Michael Blasi, Board President**

**Approval of Meeting Minutes:** Michael Blasi approved the January 11 meeting minutes and Joan Lamarca seconds the motion.

**Topics for Discussion: Board Members**

**Projects Update:**

- Proctor Gas
  - Fireplace cleaning has been completed. We are now on a 2 year cleaning cycle as mandated by Vermont law.
  - Termination (90) notice was received from Proctor Gas. The Proctor Gas contract will end June 30, 2021.

Proctor Gas will not service condominium complexes due to state regulation and paperwork. They will continue to service small operations and individual customers.

- There are a limited number of vendors in the area. TKG will work with the Board on getting quotes from the local vendors who provide/service propane gas.
- Items to consider when working with other vendors:
  - Propane tanks are in the ground; how long have they been there; does Proctor Gas want them back; will new vendor provide new tanks
  - Gas pricing (higher in winter than summer): can we set a fix price during summer months?
- Roof maintenance (leaks and insulation)

#### Leak Repairs

- Due to the winter icing issue units 5, 13,22,24,25 required repair work. This work is in progress and scheduled to complete end of April.
- Unit 5 has been completed
- Unit 13 in progress
- Unit 21 work will be completed end of April
- Unit 22 has been contacted to schedule a time to begin work required.
- Unit 23 and 24 work is schedule to complete end of April

Roof Work: The Board and TKG will need to come up with a plan to address the roof repairs outlined below:

- Insulation: Insulation vendors will be contacted by TKG to provide a quote for the KGII roof. Board to review quotes and determine next steps.
- Roof Design: Roof design requires attention (north – east side) at the end of the building. Further discussion is required.
- Re-look at the vent stack outside of unit 23 as to action required.
- Re-look at heating coils; should we add heating coils at the end of the building.
- Add flashing outside of unit 23 (gable and balcony).

#### ● Basement

- Northern Basements is scheduled to start on April 28th. They are to perform all of the needed drain line work involved with the installation of the new sump pump system and dehumidifiers. This will also include exterior lines out to the culverts. In addition they will replace all of the drain lines for the existing sumps pumps and replace the questionable high volume sump
- Champlin Associates Service Engineer looked at KGWII booster pump and VFD panel and determined the VFD is not usable. Champlin provided a quote to replace the VFD panel with a Danfoss Micro Drive along with 6 20-amp fuses which also needs to be replaced. To help prevent this in the future a surge protector has been added to the project. This will protect all

components in our panel from strange power oscillations or potential lightning strikes.

- WiFi Upgrade
  - Comcast Contract, HD & Bandwidth
    - Comcast contract, which includes Building 1 has been finalized.
    - Comcast will be on site 4/28, 4/29 and 5/4 to switch out cable boxes that provide us with HD TV. Each unit can have 2 boxes included with our current contract. Additional ones may be purchased by owners through Comcast.
    - TKG will be on site to provide access to units as needed.
  
    - The Wi-Fi has been upgraded to a new system, which requires owners to establish new connections for any previously connected wireless devices. Each unit received their username and password.
  
    - The results so far indicate the new network is at least 10x faster than our previous system. If you would like to test the speed of your WiFi connection you can use the following link: <https://fast.com>
  
  - Single Digits Contract:  
Single Digit contract has been cancelled. KGII will save \$78 per month starting in March 2021. However, the Annual Maintenance Renewal of Nomadix gateway software license for the period 12/19/2020 - 12/19/2021 in the amount of \$359.34 cannot be waived.

#### **Property Management Update:**

- Fireplace Cleaning: Fireplace cleaning has been completed
- Bathroom Leaks
  - Unit 23: North Country, Jeremy, has stated that the leak has been fixed.
  - TKG to test results
- Ceiling damage outside Unit 19: Once TKG confirms the problem has been fixed; work will proceed on the damaged ceiling.
- Weekly Cleaning update: Thursday/Friday cleaning has been completed. Request that TKG cleaning team pick up runners and clean around the runners. Also pay attention to cleaning corners in hallways and stairwell.
  - Hallway carpets will be washed end of May.
- Dumpster
  - Add sign to close door on dumpster
    - TKG will follow up on obtaining a sign for dumpster
  - Homeowner notification to what is allowed in the dumpster

- TKG will send out an email to all homeowners explaining what can and cannot be thrown in the dumpster
- Secure runners in entryway
  - Move runners to an area where the runners will stick
  - TKG to price out different mats that should stick better to the carpet. Suggested maker is WaterHog Masterpiece mats.
  - TKG provided quote from local provider for WaterHog Masterpiece mats.
- Winter Maintenance
  - Snow removal, plowing and shoveling
    - Winter snow removal went well.
    - Lois mentioned at times the snow plow driver drove to fast and was concerned about the safety of homeowners
  - Unit walkthroughs.
    - Walkthrough did take place with no issues.
- Bridge Board
  - Light replacement
    - Lights have been purchased and replacement will occur week of 4/12.
    - Light on Rt. 4 has been replaced
  - Board Repairs
    - TKG looked at the boards and did not find any that needed to be replaced
  - Board Staining
    - Staining the boards on the bridge will be reviewed
- Pool House Roof
  - TKG received a quote of \$1400, which will be split between Building 1 and Building 2
  - The Board will provide TKG will next steps once the quote has been approved by both Buildings.
  - Pool to be open mid-June
  - Bug zappers will be installed prior to opening the pool.
- Front Walkway
  - The Board has a concern how the front walkway is being addressed.
  - TKG will provide recommendations
- Mulch
  - Homeowners have requested mulch for the front garden.
  - TKG will provide cost of a truck load vs bags.
- Shingle Replacement
  - Shingles under unit 8 need to be replaced
  - TKG is to provide schedule as to when the shingles can be replaced.
- Pave Upper Parking lot

- TKG is currently working a vendor.
- The Vendor will be on site to review work required and then provide a quote.

**Financial Update - Christine Morrison, CPA**

- Budget Review
  - Christine highlighted the budget versus actual figures through 3/31/21 and explained any variances.
  
- Balance Sheet as of 3/31/21

	<b>Mar 31, 21</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>BANK ACCOUNTS</b>	
T D Bank-Operating	64,739.04
<b>Total BANK ACCOUNTS</b>	64,739.04
<b>FUNDS RESTRICTED FOR CAP IMPROV</b>	
T D Bank- Capital repair	141,432.35
<b>Total FUNDS RESTRICTED FOR CAP IMPROV</b>	141,432.35
<b>Total Checking/Savings</b>	206,171.39
<b>Accounts Receivable</b>	
Accounts Receivable	15,073.32
<b>Total Accounts Receivable</b>	15,073.32
<b>Other Current Assets</b>	
Undeposited Funds	1,429.80
<b>Total Other Current Assets</b>	1,429.80
<b>Total Current Assets</b>	222,674.51
<b>Fixed Assets</b>	
Water System (VEDA)	170,985.00
TV, Wall Mount	1,135.52
Pool Table	1,584.70
Accumulated Depreciation	(2,720.22)
<b>Total Fixed Assets</b>	170,985.00
<b>TOTAL ASSETS</b>	<b>393,659.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	3,894.66

Total Accounts Payable	3,894.66
Other Current Liabilities	
Advance Billing	<u>41,684.98</u>
Total Other Current Liabilities	<u>41,684.98</u>
Total Current Liabilities	45,579.64
Long Term Liabilities	
Note Payable - VEDA (5/31/2035)	<u>115,984.28</u>
Total Long Term Liabilities	<u>115,984.28</u>
Total Liabilities	161,563.92
Equity	
Designated for Future Repairs	
Reserve for Capital Repair	48,940.18
Reserve for Sprinkler System	<u>59,000.00</u>
Total Designated for Future Repairs	107,940.18
Bad Debt Reserve	9,647.79
Retained Earnings-Undesignated	117,365.89
Net Income	<u>(2,858.27)</u>
Total Equity	<u>232,095.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>393,659.51</u></u>

## Homeowners

### Deb Brim (Unit 23):

Would like to thank TKG for their responsiveness and happy with TKG being our property management group.

Proctor Gas has our keys, so we would need to have them returned once we move to a new company

What company is providing WiFi?

Deb was informed WiFi provider is Comcast

### Joe Baier (Unit13):

First Board meeting I have attended. The new Board is a breath of fresh air.

Joe mentioned he has a broken screen and how does he replace the screen.

Pat McGee stated that she has replaced her windows and her screens are in the shed. She offered the screen to Joe. Joe thanked her and will take Pat up on her offer.

### Pat McGee (Unit 17 &20)

Pat mentioned that the boards on the bridge closest to the door are splintering.

TKG will take a look at the boards and report back. Mike Coppinger (TKG) inspected the bridge and deemed the boards are safe.

**Carol Pouliot (unit19)**

Carol is concerned with the leak in her bathroom. She has asked several times for someone to take a look at the leak. At this point she is feeling they are being ignored. TKG will set up an appointment to look at the leak.

Carol asked if the cleaning people can lift the runners and clean around the edges. TKG will inform the cleaning people.

Carol mentioned that the WiFi upgrade only benefits a few homeowners. When she logs on to the upgraded WiFi she sees no benefit. Michael will follow up with Carol.